



Intellectual Property Office of Singapore (IPOS) **Intellectual Property to Singapore** **(IP²SG)**

User Manual – e-Filing for Patents Form 10



Contract No : IPOS/TRN/020-2009
Project Code : G0063 IPOS RPS
Reference Id :
Version No. : Version 1.0

IPOS : User manual for Customer Portal (Public) – SIGN-OFF

Prepared by:	Ng Wei Qiang System Analyst NEC Asia Pacific Pte Ltd	
With inputs from:	Parveen Kaur Senior Executive Officer Registry of Patents Intellectual Property Office of Singapore	
	Loh Qiu Li Senior Executive Registry of Patents Intellectual Property Office of Singapore	

REVISION HISTORY

Version	Effective Date	Summary of Changes	Author
1.0	18 Feb 2014	Baseline Version	Ng Wei Qiang

TABLE OF CONTENTS

1	INTRODUCTION.....	5
1.1	Overview.....	5
1.2	About this Manual.....	5
2	Common Section for (Non-Account Holders)	6
2.1	Form Available on IP ² SG.....	6
2.1.1	Form Listing.....	6
2.1.2	Form Search.....	6
2.2	Features Common to Forms on IP ² SG.....	7
2.2.1	Common Buttons.....	7
2.2.2	Contact Details	7
2.2.3	Declaration	8
2.3	Saving, Retrieving & Deleting a Form	8
2.3.1	Saving a Form	8
2.3.2	Retrieve Drafts.....	9
2.3.3	Delete Draft	10
2.4	Payment (for Forms with Fee)	11
3	Common Section (Account Holders)	13
3.1	Login	13
3.2	Forms Available on IP ² SG	14
3.2.1	Form Listing.....	14
3.2.2	Form Search.....	14
3.3	Features Common to Forms on IP ² SG.....	15
3.3.1	Common Buttons.....	15
3.3.2	Contact Details	15
3.3.3	Declaration	17
3.4	Saving, Retrieving & Deleting a Form	17
3.4.1	Saving a Form	17
3.4.2	Retrieve Draft	18
3.4.3	Delete Draft	18
3.5	Payment (for Forms with Fee)	20
4	Completion and Submission of Form	22
4.1	Patents Form 10 – Request for a Search Report or Supplementary Search Report	22
4.1.1	Part 1: Applicant / Agent Reference	22
4.1.2	Part 2: Application Number.....	22
4.1.3	Part 3: Name of Applicant.....	23
4.1.4	Part 4: Request Type.....	23
4.1.5	Part 5: ASEAN Patent Examination Co-operation (ASPEC)	23
4.1.6	Part 6: Contact Details.....	24
4.1.7	Part 7: Declaration	25
4.1.8	Part 7: Attachment.....	25
4.1.9	Cancel Submission.....	27
4.1.10	Next Button	27
4.1.11	Back Button	28
4.1.12	Submit Button	29
4.1.13	Payment Page	29
4.1.14	Payment Acknowledgement Page	29
4.1.15	Receipt Page	30

1 INTRODUCTION

1.1 Overview

Where the application has complied with all the formal requirements, the applicant may proceed to the search and examination process.

1.2 About this Manual

This document is intended for users who wish to file Patents Form 10 (Request for Search Report or Supplementary Search Report) online via IP²SG. It provides a step by step guide on how to complete and submit the form.

Services on IP²SG can be accessed and used by both account and non-account holders. However, account users are requested to login into IP²SG with their SingPass.

2 COMMON SECTION FOR (NON-ACCOUNT HOLDERS)

For users who do not have an IP²SG account, this section describes the features that are common to forms available on IP²SG. Mandatory fields are denoted by red text with asterisk.

2.1 Form Available on IP²SG

2.1.1 Form Listing

Click on “Forms” on the left menu to view the list of forms available for filings on IP²SG.

Form No.	Description	Fee (S\$)	Download Forms
PF1	Request for Grant of Patent	160.00	PF1 (36KB) User Guide (42KB)
PF8	Statement of Invention and of Right to Grant of Patent	No Fee	PF8 (41KB) User Guide (42KB)
PF10	Request for Search Report or Supplementary Search Report	1,925.00	PF10 (36KB) User Guide (42KB)
PF11	Request for Search and Examination Report	2,600.00	PF11 (33KB) User Guide (42KB)
PF11A	Furnishing of Prescribed Details	No Fee	PF11A (37KB) User Guide (42KB)
PF11B	Furnishing of Prescribed Information	No Fee	PF11B (38KB) User Guide (42KB)

Figure 1 – Form Listing

2.1.2 Form Search

The following function allows the user to search for a particular form.





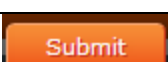
Figure 2 – Form Search

1. Under '**Group**', the user can search for form(s) based on the nature of the transaction, e.g. Correction of errors.
2. Under '**Registry**', the user can search for form(s) based on the type of IP, e.g. Patents.
3. Under '**Form (Search by keyword)**', the user can search for form(s) based on keyword(s), e.g. Examination.

2.2 Features Common to Forms on IP²SG

2.2.1 Common Buttons

The following buttons allow the user to cancel, save, submit or navigate between the different pages of a form.

Button Names	Button Description
	Allows the user to cancel the current operation.
	Allows the user to save the content and continue at a later time.
	Allows the user to navigate to the next page.
	Allows the user to navigate to the previous page.
	Allows the user to submit the form.

2.2.2 Contact Details

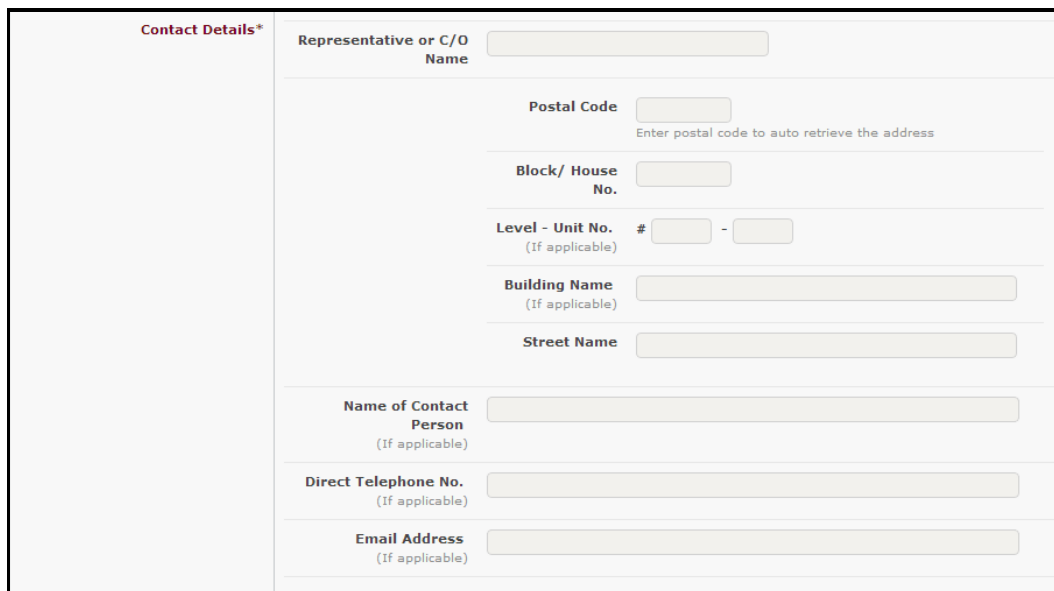


Figure 3 – Contact Details

1. **Representative or C/O Name:** Enter the required data in the field provided.

Note:

- Representative or C/O Name is not a mandatory field and should be entered only if the user is filing the form on behalf of the person filing the form.

2. **Address for Service in Singapore:**

- i. **Postal Code:** Enter a valid 6-digit postal code in the field provided.

Note:

- Block / House No., Building Name (if applicable) & Street Name will

- be auto-populated if a valid postal code is entered.
- An error message will be displayed if an invalid postal code is entered.

- ii. **Level - Unit No.:** Enter the data in the field provided if applicable.
3. **Name of Contact Person:** Enter the data in the field provided if applicable.
4. **Direct Telephone No.:** Enter the data in the field provided if applicable.

Note:

- Minimum of 8-digits.
- Alphabets, special characters and spacing are not allowed.

5. **Email Address:** Enter a valid email address in the field provided if applicable.

Note:

- An error message will be displayed if an invalid Email Address is entered.

2.2.3 Declaration

Declaration *

By Person Filing the Form

I, the undersigned, do hereby declare that the information furnished above on behalf of the person(s) filing this request is true to the best of my knowledge.

By Agent

I, the undersigned, do hereby declare that :

- I have been duly authorized to act as an agent, for the purposes of this application, on behalf of the person(s) filing this request.
- The information furnished above on behalf of the person(s) filing this request is true to the best of the person(s)' knowledge.

Name of Declarant

Name *

Figure 4 – Declaration

1. **Name of Declarant:** Enter the required data in the field provided.

2.3 Saving, Retrieving & Deleting a Form

2.3.1 Saving a Form

1. Click on  located at the top of the page.

Note:


- All mandatory fields should be provided before saving the draft. Otherwise, the user will be prompted to enter the mandatory fields.


Save as Draft	
Your application form had been successfully saved as draft. You need eFile Ref. No. and password below to locate the draft and continue form submission or delete the draft copy at a later point of time.	
E-Filing Reference	E201308230054H
Password *
Confirm Password *
OK	

Figure 5 – Prompt for password when saving drafts

2. The user will be prompted to key in his or her preferred password:
 - i. **Password:** Enter the user's preferred password in the field provided.
 - ii. **Confirm Password:** Enter the same password for confirmation.

Note:

- Both passwords must be identical.
- Password can consist of alpha-numeric characters.
- The user is advised to note down the e-filing reference number and the password before clicking on , as both are required to retrieve the draft.

3. Click on  to save the draft and return to the respective forms. .

2.3.2 Retrieve Drafts

Retrieve Drafts / Payment
Search Draft
Payment of Application Fee for PF1

Figure 6 – Search Draft option

1. Click on “Search Draft” under “Retrieve Drafts / Payment” on the left panel menu.

Figure 7 – Retrieval of Drafts

2. The user will be prompted to enter the e-filing reference number and password to retrieve the draft that the user has saved.
 - i. **E-Filing Ref. Number:** This field is for the user to enter the e-filing reference number of the previously saved form. Enter the e-filing reference number in the field provided.
 - ii. **Password:** This field is for the user to enter the password provided earlier when saving the form. Enter the password in the field provided.

Note:

- Draft for forms that have been submitted cannot be retrieved.

3. Click on **Open Draft** to retrieve the draft.

Name of Applicant*			
S/No.	Name	UEN/ Company Code	
1	NIPPON OIL CORPORATION	341430	

Figure 8 – Draft retrieved

4. The respective form with the details entered earlier on will be displayed.

2.3.3 Delete Draft

Figure 9 – Search Draft option

1. Click on “Search Draft” under “Retrieve Drafts / Payment” on the left panel menu.

Figure 10 – Retrieval of Drafts

2. The user will be prompted to enter the e-filing reference number and password to retrieve the draft that they have saved.
 - i. **E-Filing Ref. Number:** This field is for the user to enter the e-filing reference number of the previously saved form. Enter the e-filing reference number in the field provided.
 - ii. **Password:** This field is for the user to enter the password provided earlier when saving the form. Enter the password in the field provided.

Note:

- Deleted drafts that have been submitted cannot be retrieved.

3. Click on **Delete Draft** to delete the draft.

Figure 11 – Deletion of draft

4. A message will be displayed when the draft is deleted successfully.

2.4 Payment (for Forms with Fee)

When the user is ready to submit a form, he or she will be brought to the Checkout Confirmation page to select a mode of payment.

S/No.	Item Description	eFile Ref. No.	Applicant Name	Application No.	Applicant/ Agent Reference No.	Amount (\$)	Payment Details
1	Request for the grant of a patent	E201309040091H	SAUL, REINER			160.00	Details
						Total Amount	\$160.00

Payment Method

☐ eNETS Direct Debit

☐ eNETS Credit Card

Reminder: Please make sure the web browser pop-up blocker is off so that eNETS transaction can go through.

Figure 12 – Checkout Confirmation

1. Select a mode of payment.
2. If the user wishes to proceed with payment at another time, click on **Save** to save the draft.
3. Click on **Checkout** to proceed with the payment process.

Note:

- It is mandatory to select a mode of payment.

eNETS Monday, 26 August 2013

Consumer eNETS

credit/debit card payment

If you are using a pop-up blocker, please add the following list as your allowed sites. Otherwise, the relevant transaction pages from the banks may not be displayed, or your transaction request may not be completed.

1. www.enets.sg

TRANSACTION INFORMATION

Merchant Name	TEST: Intel Prop Office of SG
Merchant Reference Code	201308261514016561P
NETS Reference Code	20130826152357786
Amount	SGD 200.00

Important Notice: Please note down the transaction information in this section just in case you need to raise any query on this transaction.

CREDIT/DEBIT CARD INFORMATION

MasterCard VISA

Name on Card

Card Number

Please note that the Credit Card Number should be 13 or 16 digits. Please input your card number without space or dash.

CVV / CVC2 [What is CVV/CVC2/CID]

Expiry Date Month (eg: 2013)

☐ I have read, understood and accepted the return and refund policy for the purchase of relevant products / services.

SUBMIT CANCEL

Figure 13 – eNETS Card Payment

4. The user will be required to enter his or her credit or debit card details.
5. Check on ☐ to agree with the terms.
6. Click on **SUBMIT** to carry on with the payment process.

3 COMMON SECTION (ACCOUNT HOLDERS)

For users who are account holders on IP²SG, this section describes the features that are common to forms available on IP²SG. Mandatory fields are denoted by red text with asterisk.

3.1 Login

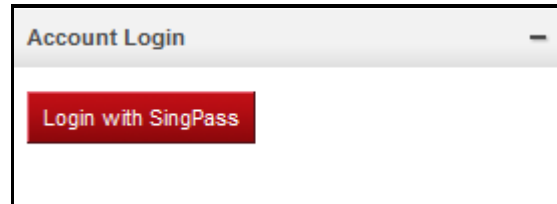


Figure 14 – Login

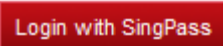

1. The login screen is located at the upper left hand side of the web page.
2. Click on  to login with SingPass account. The user will be directed to SingPass login page as illustrated below:

Figure 15 – SingPass Login Page

3. SingPass ID: Enter the user's SingPass ID in the field provided.
4. SingPass: Enter the user's SingPass password in the field provided.
5. Click on  to complete the login process. Upon successful login, the user will be directed back to IP²SG.

3.2 Forms Available on IP²SG

3.2.1 Form Listing

Click on “Forms” on the left hand menu to view the list of forms available for filing on IP²SG.

Form No.	Description	Fee (\$\$)	Download Forms
PF1	Request for Grant of Patent	160.00	PF1 (36KB) User Guide (42KB)
PF8	Statement of Invention and of Right to Grant of Patent	No Fee	PF8 (41KB) User Guide (42KB)
PF10	Request for Search Report or Supplementary Search Report	1,925.00	PF10 (36KB) User Guide (42KB)
PF11	Request for Search and Examination Report	2,600.00	PF11 (33KB) User Guide (42KB)
PF11A	Furnishing of Prescribed Details	No Fee	PF11A (37KB) User Guide (42KB)
PF11B	Furnishing of Prescribed Information	No Fee	PF11B (38KB) User Guide (42KB)

Figure 16 – Form Listing

3.2.2 Form Search

The following function allows the user to search for a particular form.

Forms

Group
Please Select...

Registry
Please Select...

Form (Search by keyword)

Search






Figure 17 – Form Search

1. Under '**Group**', the user can search for form(s) based on the nature of the transaction, e.g. Correction of errors.
2. Under '**Registry**', the user can search for form(s) based on the type of IP, e.g. Patents.
3. Under '**Form (Search by keyword)**', the user can search for form(s) based on keyword(s), e.g. Examination.

3.3 Features Common to Forms on IP²SG

3.3.1 Common Buttons

Following buttons allow the user to cancel, save, submit or navigate between the different pages of a form.

Button Names	Button Description
	Allows the user to cancel the current operation.
	Allows the user to save the content and continue at a later time.
	Allows the user to navigate to the next page.
	Allows the user to navigate to the previous page.
	Allows the user to submit the application into the system.

3.3.2 Contact Details

For account holders, the contact details associated with the user login will be auto-populated.

Note:

- The details that are retrieved cannot be amended.

Contact Details*	Representation Type	<input checked="" type="checkbox"/> Agent
	Agent UEN/ Company Code	201107631H
	Agent Name	Johnson LLP
	Representative or C/O Name (If applicable)	
	Address For Service in Singapore	
	Postal Code	068893 <small>Enter postal code to auto retrieve the address</small>
	Block/ House No.	61
	Level - Unit No. (If applicable)	# -
	Building Name (If applicable)	ROBINSON CENTRE
	Street Name	ROBINSON ROAD
Name of Contact Person (If applicable)		
Direct Telephone No. (If applicable)		
Email Address (If applicable)		

Figure 18 – Contact Details

1. **Representation Type:** Select by clicking the checkbox.
2. **Representative or C/O Name:** Enter the required data in the field provided if applicable.

Note:

- UEN & Agent Name will be populated when Agent checkbox is selected.
- Representative or C/O Name is not a mandatory field and should be entered only if the user is not the Applicant or an Agent acting on behalf of the Applicant.

3. **Address for Service in Singapore:**

i. Upon login to the system, the address for service will be populated.

4. **Name of Contact Person:** Enter the data in the field provided if applicable.
5. **Direct Telephone No.:** Enter the data in the field provided if applicable.

Note:

- Minimum of 8 digits.
- Alphabets and special characters are not allowed.

6. **Email Address:** Enter a valid email address in the field provided if applicable.

Note:

- An error message will be displayed if an invalid Email Address is entered.

3.3.3 Declaration

The screenshot shows a web form titled "Declaration *". It is divided into two main sections: "By Person Filing the Form" and "By Agent".

By Person Filing the Form

I, the undersigned, do hereby declare that the information furnished above on behalf of the person(s) filing this request is true to the best of my knowledge.

By Agent

I, the undersigned, do hereby declare that :

- I have been duly authorized to act as an agent, for the purposes of this application, on behalf of the person(s) filing this request.
- The information furnished above on behalf of the person(s) filing this request is true to the best of the person(s)' knowledge.

Name of Declarant

Name *

Figure 19 – Declaration

1. **Name of Declarant:** Enter the required data in the field provided.

3.4 Saving, Retrieving & Deleting a Form

3.4.1 Saving a Form

1. To save any submission, click on  located at the top of the page.

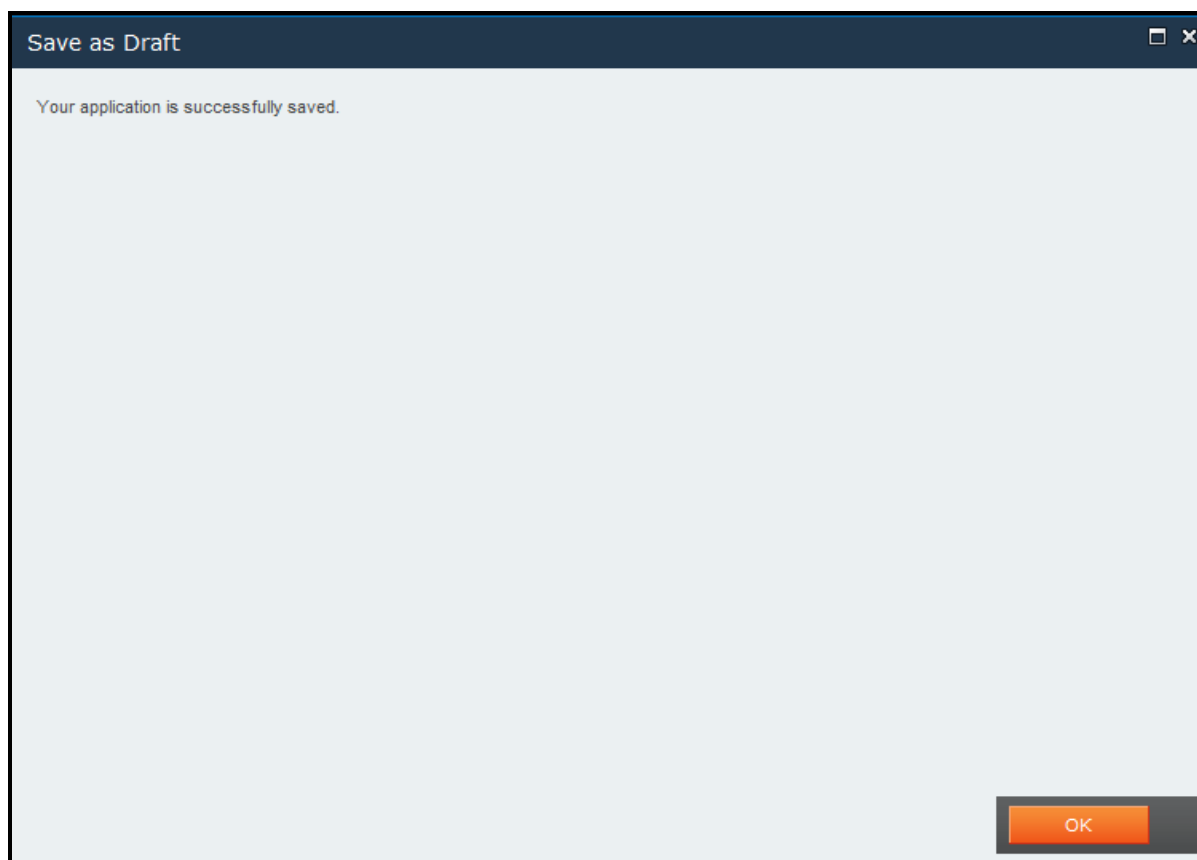



Figure 20 – Draft has been saved

2. Upon successful saving of the draft, the user will be prompted that the draft has been saved.
3. Click on  to close the prompt and return to the form.

3.4.2 Retrieve Draft

1. The user will be required to log into the system.



Figure 21 – Search Draft option

2. Click on “Retrieve Drafts” under “Online Filing” on the left panel menu.

Retrieve Draft					
Select	S/No.	eFile Ref. No.	Item Description	Application No.	Applicant Name
<input type="checkbox"/>	1	E201308240010H	Request to Appoint, Change or Remove an Agent	2011029758	EASTMAN CHEMICAL COMPANY
<input type="checkbox"/>	2	E201308130048A	Application to Register, Amend or Terminate a Security Interest	2012024253	PHENOMENOME DISCOVERIES INC.
<input type="checkbox"/>	3	E201307160101C	Application to Register, Amend or Terminate a Licence	2009027269	SASOL TECHNOLOGY (PTY) LTD
<input type="checkbox"/>	4	E201307160045B	Application to Register, Amend or Terminate a Licence	2010091056	HOYA CORPORATION
<input type="checkbox"/>	5	E201307150030F	Application to amend specification after grant	2011048659	INTEL CORPORATION
<input type="checkbox"/>	6	E201307120073C	Request for a search and examination report	2005017454	SONOPTIX (UK) LIMITED
<input type="checkbox"/>	7	E201307110069C	Application to Register a Trade Mark, Collective Mark or Certification Mark		ZHEJIANG MEDICINE CO., LTD. XINCHANG PHARMACEUTICAL FACTORY

Page 1 / 1 of 7 record(s) << < 1 > >> 10

Remove from Draft

Figure 22 – List of Drafts

3. A list of draft forms that has been saved under this account will be displayed.
4. Click on the hyperlink under the “eFile Ref. No” to retrieve the draft(s).

Note:

- Drafts for forms that have been submitted will not be retrieved.

3.4.3 Delete Draft

1. The user will be required to log into the system.



Figure 23 – Search Draft option

2. Click on “Retrieve Drafts” under “Online Filing” on the left panel menu.

Retrieve Draft					
Select	S/No.	eFile Ref. No.	Item Description	Application No.	Applicant Name
<input type="checkbox"/>	1	E201308240010H	Request to Appoint, Change or Remove an Agent	2011029758	EASTMAN CHEMICAL COMPANY
<input type="checkbox"/>	2	E201308130048A	Application to Register, Amend or Terminate a Security Interest	2012024253	PHENOMENOME DISCOVERIES INC.
<input type="checkbox"/>	3	E201307160101C	Application to Register, Amend or Terminate a Licence	2009027269	SASOL TECHNOLOGY (PTY) LTD
<input type="checkbox"/>	4	E201307160045B	Application to Register, Amend or Terminate a Licence	2010091056	HOYA CORPORATION
<input type="checkbox"/>	5	E201307150030F	Application to amend specification after grant	2011048659	INTEL CORPORATION
<input type="checkbox"/>	6	E201307120073C	Request for a search and examination report	2005017454	SONOPTIX (UK) LIMITED
<input type="checkbox"/>	7	E201307110069C	Application to Register a Trade Mark, Collective Mark or Certification Mark		ZHEJIANG MEDICINE CO., LTD. XINCHANG PHARMACEUTICAL FACTORY
Page 1 / 1 of 7 record(s)				≤ ≤ 1 ≥ ≥	10
					Remove from Draft

Figure 24 – List of Drafts

- A list of draft forms that have been saved under this account will be displayed.

Retrieve Draft					
Select	S/No.	eFile Ref. No.	Item Description	Application No.	Applicant Name
<input checked="" type="checkbox"/>	1	E201308240010H	Request to Appoint, Change or Remove an Agent	2011029758	EASTMAN CHEMICAL COMPANY
<input checked="" type="checkbox"/>	2	E201308130048A	Application to Register, Amend or Terminate a Security Interest	2012024253	PHENOMENOME DISCOVERIES INC.
<input type="checkbox"/>	3	E201307160101C	Application to Register, Amend or Terminate a Licence	2009027269	SASOL TECHNOLOGY (PTY) LTD
<input type="checkbox"/>	4	E201307160045B	Application to Register, Amend or Terminate a Licence	2010091056	HOYA CORPORATION
<input type="checkbox"/>	5	E201307150030F	Application to amend specification after grant	2011048659	INTEL CORPORATION
<input type="checkbox"/>	6	E201307120073C	Request for a search and examination report	2005017454	SONOPTIX (UK) LIMITED
<input type="checkbox"/>	7	E201307110069C	Application to Register a Trade Mark, Collective Mark or Certification Mark		ZHEJIANG MEDICINE CO., LTD. XINCHANG PHARMACEUTICAL FACTORY
Page 1 / 1 of 7 record(s)				≤ ≤ 1 ≥ ≥	10
					Remove from Draft

Figure 25 – Selection of drafts to be deleted

- Select the draft(s) to be removed.
- Click on **Remove from Draft**.

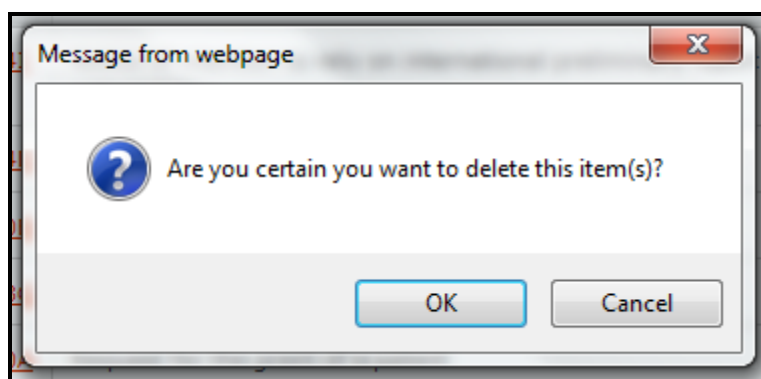



Figure 26 – Confirmation on deletion of draft

- The user will be prompted for confirmation to remove the selected draft(s).
- Click on **OK** to delete the draft(s).

Retrieve Draft					
• Action has been performed successfully.					
Select	S/No.	eFile Ref. No.	Item Description	Application No.	Applicant Name
<input type="checkbox"/>	1	E201307160101C	Application to Register, Amend or Terminate a Licence	2009027269	SASOL TECHNOLOGY (PTY) LTD
<input type="checkbox"/>	2	E201307160045B	Application to Register, Amend or Terminate a Licence	2010091056	HOYA CORPORATION
<input type="checkbox"/>	3	E201307150030F	Application to amend specification after grant	2011048659	INTEL CORPORATION
<input type="checkbox"/>	4	E201307120073C	Request for a search and examination report	2005017454	SONOPTIX (UK) LIMITED
<input type="checkbox"/>	5	E201307110069C	Application to Register a Trade Mark, Collective Mark or Certification Mark		ZHEJIANG MEDICINE CO., LTD. XINCHANG PHARMACEUTICAL FACTORY
Page 1 / 1 of 7 record(s)			≤ ≤ 1 ≥ ≥		<div>10</div>
Remove from Draft					

Figure 27 – Draft successfully deleted

8. A message will be displayed when the draft(s) is/are deleted.

9. Alternatively, click on  to cancel the removal of the selected draft(s). The user will be directed back to the list of the retrieved drafts.

3.5 Payment (for Forms with Fee)


When the user is ready to submit a form, he or she will be brought to the Payment Cart to confirm which forms are to be paid.

Payment Cart								
<input checked="" type="checkbox"/>	S/No.	Item Description	eFile Ref. No.	Applicant Name	Application No.	Applicant/ Agent Reference No.	Amount (\$)	Payment Details
<input checked="" type="checkbox"/>	1	Payment of fee for publication of translation of international application and/or any amendment to the international application	E201308310005C	MEMTEC AMERICA CORPORATION	1995017109		70.00	Details
Total Amount							\$70.00	
<div>Remove from Cart</div> <div>Proceed to Checkout</div>								

Figure 28 – Payment Cart

1. Select the relevant form by clicking on the checkbox.

2. Click on  to remove the form from the Payment Cart.

3. Click on  to proceed to the next step of choosing a mode of payment.

Checkout Confirmation							
S/No.	Item Description	eFile Ref. No.	Applicant Name	Application No.	Applicant/ Agent Reference No.	Amount (\$)	Payment Details
1	Entry into National Phase	E201312170053D	SUN CHEMICAL CORPORATION			200.00	Details
Total Amount							\$200.00
Payment Method		<input type="radio"/> eNETS Direct Debit <input type="radio"/> eNETS Credit Card <input checked="" type="radio"/> GIRO					
<small>Reminder: Please make sure the web browser pop-up blocker is off so that eNETS transaction can go through.</small>							
Checkout							

Figure 29 – Checkout Confirmation

4. Select a mode of payment.

5. Click on **Checkout** to proceed with the payment process.

The screenshot shows the eNETS credit/debit card payment interface. At the top left is the eNETS logo. To its right, the date 'Monday, 26 August 2013' is displayed. Below the logo is a red box with 'Consumer eNETS' and a navigation menu with links to 'Privacy Policy', 'Security Guidelines', and 'Customer Service'. The main heading is 'credit/debit card payment'. Below this, a note states: 'If you are using a pop-up blocker, please add the following list as your allowed sites. Otherwise, the relevant transaction pages from the banks may not be displayed, or your transaction request may not be completed.' A list contains one item: '1. www.enets.sg'. The 'TRANSACTION INFORMATION' section displays: Merchant Name (TEST: Intel Prop Office of SG), Merchant Reference Code (201308261514016561P), NETS Reference Code (20130826152357786), and Amount (SGD 200.00). An 'Important Notice' in red text asks users to note down transaction information. The 'CREDIT/DEBIT CARD INFORMATION' section includes fields for Name on Card, Card Number, CVC2, and Expiry Date, along with a checkbox for terms acceptance. At the bottom are 'SUBMIT' and 'CANCEL' buttons. A vertical banner on the right features a teddy bear and the text 'Fast, Secure & Hassle-free transactions'.

Figure 30 – eNETS Card Payment

6. If eNets is selected, the user will be required to enter his or her credit or debit card details.
7. Check on ☐ to agree with the terms.
8. Click on **SUBMIT** to carry on with the payment process.

Note:

- If payment has been made by GIRO, system will instead display an acknowledgement page.

4 COMPLETION AND SUBMISSION OF FORM

4.1 Patents Form 10 – Request for a Search Report or Supplementary Search Report

This section will describe the steps in the completion and submission of the form. Mandatory fields are denoted by red text with asterisk.

4.1.1 Part 1: Applicant / Agent Reference

PART 1	
Applicant/ Agent Reference	<input type="text"/>

Figure 31 – Part 1: Applicant / Agent Reference

1. **Applicant / Agent Reference:** This Part is for the user to provide a reference no. to aid in tracking the submission of the form. Enter any value in the field provided if applicable.

Note:

- Applicant / Agent Reference is not a mandatory field.
- Alphabets, numbers and special characters are allowed.

4.1.2 Part 2: Application Number

PART 2	
Application No.*	<input type="text"/>
Title of Invention	<input type="text"/>

Figure 32 – Part 2: Application No. / Title of Invention

1. **Application No.:** This Part is for the user to enter the application number to commence the e-filing of the Patents Form 10. Enter a valid application number in the field provided.

Note:

- The Application No. entered must be a valid Application No. that is due for renewal.
- Application No. format should be as follows:
 - <NN><YYYY>12345<C>-<00>
 - Where <NN> indicates type of registry, e.g '10' is for PT PF1
 - Where <YYYY> indicates year
 - Where <12345> indicates running number in each registry
 - Where <C> indicates a checksum for alphabet.

2. Click anywhere on the screen. The system will retrieve the related title of invention.

PART 2	
Application No.*	2011089893
Title of Invention	HORIZONTAL GROUNDING SYSTEM

Figure 33 – Part 2: Displaying the Title of Invention

3. **Title of Invention:** This Part will display the title of invention of the application.

Note:

- Title of Invention is a non-editable field.

4.1.3 Part 3: Name of Applicant

PART 3			
Name of Applicant	S/No.	Name	UEN/ Company Code
	1	CHEVRON U.S.A. INC.	

Figure 34 – Part 3: Name of Applicant

1. **Name of Applicant:** The applicant(s) associated with the application number will be displayed in this Part. It will be auto-populated together with the Title of Invention upon entering in a valid application number.

Note:

- Name of Applicant is a non-editable field.

4.1.4 Part 4: Request Type

PART 4	
If the request is for a supplementary search report, please indicate the claim(s) to be searched.	
Request Type*	<input checked="" type="radio"/> Request for a search report <input type="radio"/> Request for a supplementary search report in respect of a second or subsequent invention identified in the claim No. (s)

Figure 35 – Part 4: Request Type (Search Report)

PART 4	
If the request is for a supplementary search report, please indicate the claim(s) to be searched.	
Request Type*	<input type="radio"/> Request for a search report <input checked="" type="radio"/> Request for a supplementary search report in respect of a second or subsequent invention identified in the claim No. (s)
Claim No.(s)	Use semicolon(;) as field delimiter. <input type="text" value="1234/567890; 4444/658069"/>

Figure 36 – Part 4: Request Type (Supplementary Search Report)

1. There are 2 types of request in Patents Form 10.
 - **Request for a Search Report**
 - The user will be required to file a Request for a Search Report if the user has not made any request for a search report.
 - **Request for a Supplementary Search Report**
 - If it appears that the application for the invention relates to two or more inventions, the user may request to file a Request for a Supplementary Search Report in relation to a second or subsequent invention. The user will be required to specify the claim(s) in relation to that invention.

4.1.5 Part 5: ASEAN Patent Examination Co-operation (ASPEC)

PART 5	
Please select if applicable.	
ASEAN Patent Examination Co-operation (ASPEC)	<input type="checkbox"/> ASPEC requested and required documents are attached

Figure 37 – Part 5: ASEAN Patent Examination Co-operation (ASPEC)

Figure 38 – Part 8: Attachments (ASPEC Attachments)

1. **ASEAN Patent Examination Co-operation (ASPEC):** The user may select this option to request for ASPEC in Singapore. ASPEC is a patent work sharing programme among the ASEAN IP Offices. By selecting this option, the user may be able to accelerate the prosecution of his corresponding patent application in Singapore on the basis of a search and examination report from another participating ASEAN IP Office.
2. If the option is selected, the user will be required to attach the required documents based on current ASPEC Notice and Procedures under the corresponding ASPEC DocTypes in Part 8 to complete the ASPEC request.
3. **Captcha:** Input text that is given in captcha display.

Note:

- Select the ASPEC checkbox if applicable
- Captcha text is a system generated display.
- Attachment shall not be uploaded if input values do not match captcha text.

4.1.6 Part 6: Contact Details

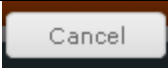


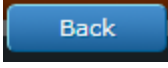

Figure 39 – Part 6: Contact Details

For non-account holders, please refer to the common section (2.2.2 Contact Details). For account holders, please refer to the common section (3.3.2 Contact Details).

4.1.7 Part 7: Declaration

Figure 40 – Part 7: Declaration

For non-account holders, please refer to the common section (Error! Reference source not found. **Declaration**). The following buttons allow the user to cancel, save, submit or navigate between the different pages of a form.

Button Names	Button Description
	Allows the user to cancel the current operation.
	Allows the user to save the content and continue at a later time.
	Allows the user to navigate to the next page.
	Allows the user to navigate to the previous page.
	Allows the user to submit the form.

1. Contact Details). For account holders, please refer to the common section (Error! Reference source not found. **Declaration**) for details.

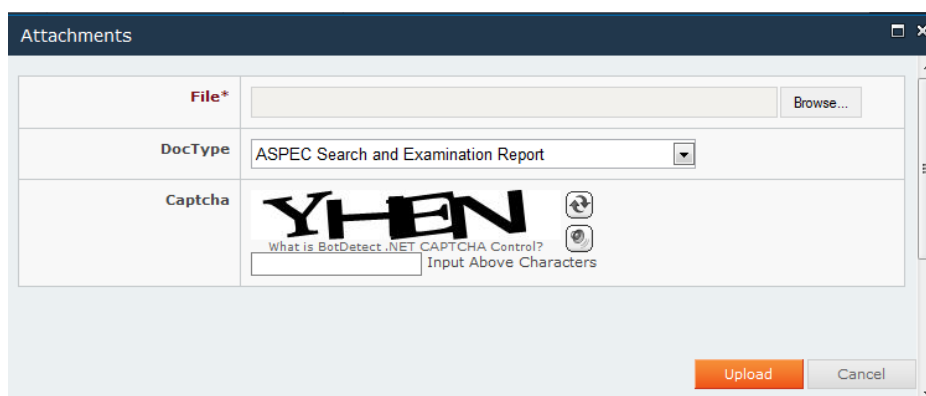
Note:

- Name of Declarant is a mandatory field.

4.1.8 Part 7: Attachment

Figure 41 – Part 7: Attachment

1. **Attachment:** Click on  button to attach the file.



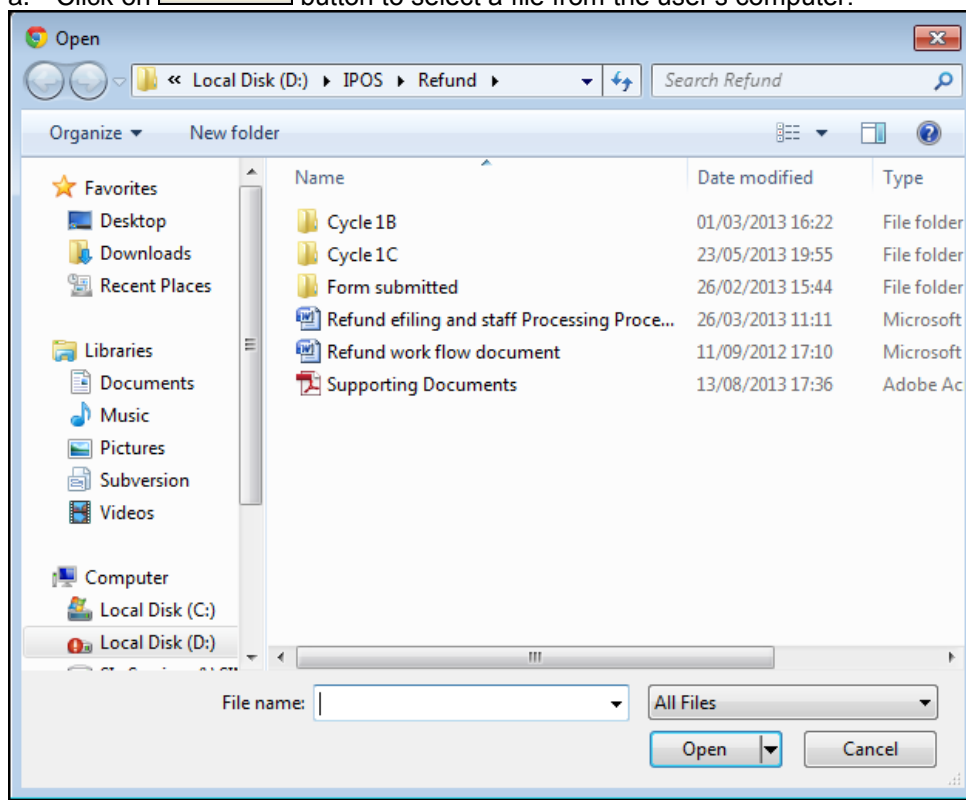
The 'Attachments' window is a light blue dialog box. It contains three main sections: a 'File*' field with a 'Browse...' button, a 'DocType' dropdown menu set to 'ASPEC Search and Examination Report', and a 'Captcha' section featuring a 'YHEN' image and a text input field with the prompt 'Input Above Characters'. At the bottom right are 'Upload' and 'Cancel' buttons.


Figure 42 – Part 7: Attachment (Part 2)

2. The pop-up window will be displayed:

i. File :

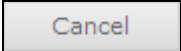

- a. Click on  button to select a file from the user's computer.



- b. Select the file that is to be attached, and click on  button.
- c. System will return to the attachment pop-up window with the selected filename populated under "File" field:

The screenshot shows a window titled "Attachments". It contains three main input fields: "File*" with a "Browse..." button, "DocType" with a dropdown menu, and "Captcha" with a text input field. The "DocType" dropdown menu is open, showing a list of options: "Please Select...", "Cover Letter", "International Preliminary Report on Patentability Chapter I", "International Preliminary Report on Patentability Chapter II", "Supporting Document(s)", and "Verification of English Translation". At the bottom right of the window are "Upload" and "Cancel" buttons.

Figure 43 – Part 7: DocType

- ii. DocType: Select the required data.
3. Click on  button if the user wishes to cancel the current action and return to the form.
4. Click on  button to attach the selected file.
5. **Captcha:** Input text that is given in captcha display.


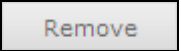
Note:

- Captcha text is a system generated display.
- Attachment shall not be uploaded if input values do not match captcha text.

System will return to the main form and display the uploaded file:

The screenshot shows a table titled "PART 7" with the header "Attachment". The table has columns: "S/No.", "Document Name", "Document Type", and "Document Size". Below the header, there is a row with the following data: "1", "Cover Letter.pdf", "Cover Letter", and ".05 MB". To the left of the first row, there is a checkbox. At the bottom right of the table, there are "Remove" and "Add" buttons. Above the table, there is a text label "Allowable file size : 200 MB, current file size : .05 MB".

Figure 44 – Part 7: Attachment Listing

6. After adding at least one row, if the user wants to remove the error data, click on the  checkbox of the error data, and click on  button. The system will remove the document accordingly.

4.1.9 Cancel Submission

1. Click on  located at the top of the page.

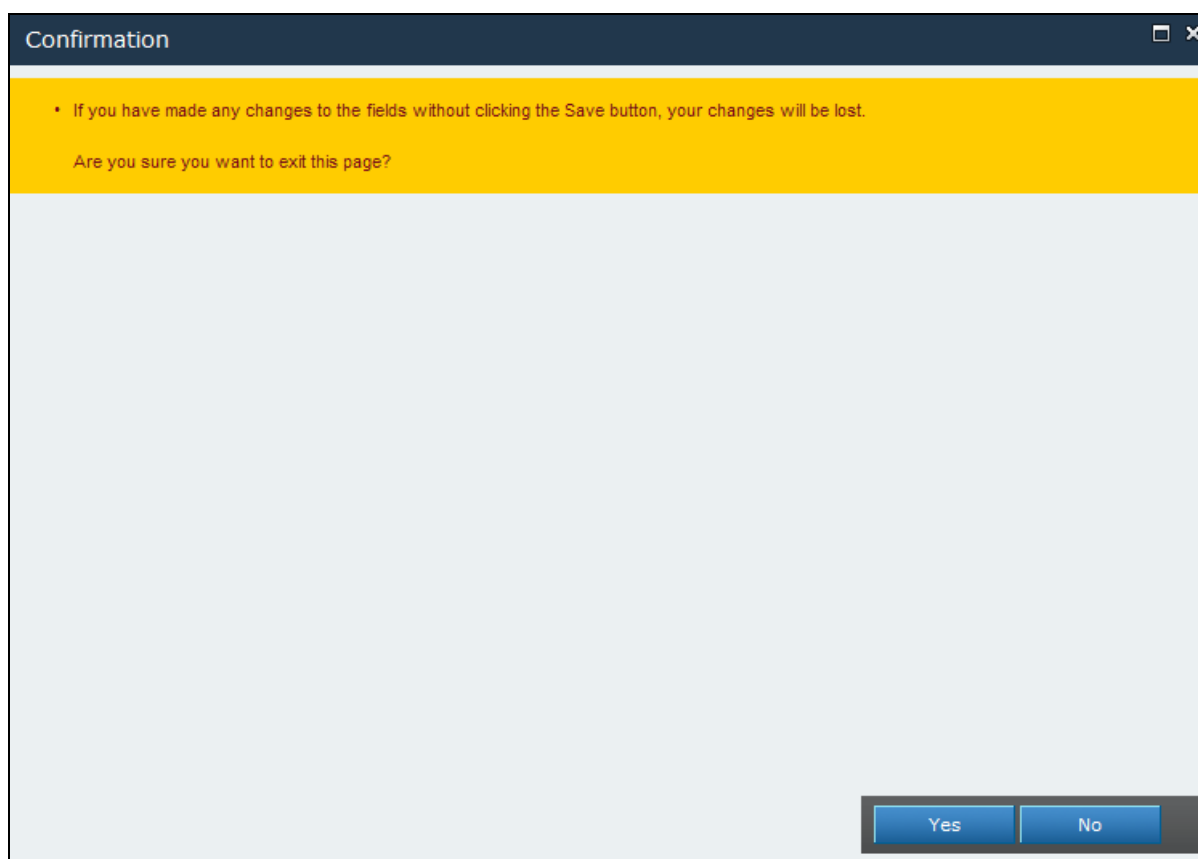

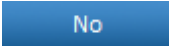



Figure 45 – Confirmation to cancel a submission

2. A pop-up window to cancel the submission will be displayed.
3. Click  to cancel the submission. Otherwise, click  to continue with the submission.

4.1.10 Next Button

Figure 46 – Next Button

1. When the user is ready to submit the form, click on  button. The system will perform a first set of validation checks to determine if all mandatory fields in the form have been entered correctly. If all mandatory fields have been correctly entered, the system will then perform a second set of validation checks against certain information specific to the

application in which the form relates to. The result of this second set of validation checks will appear in the form of:


- Error messages: The form contains one or more errors that need to be rectified before the form can be submitted.
- Warning messages: There are one or more deficiencies in the form, but such deficiencies will not prevent the submission of the form.

4.1.11 Back Button



The screenshot shows the IPOS e-filing interface for the 'Request for Search Report or Supplementary Search Report (PF10)'. At the top, there is an orange header bar with three buttons: 'Back' (blue), 'Save' (blue), and 'Submit' (orange). Below the header, the title 'Request for Search Report or Supplementary Search Report (PF10)' is displayed. To the right of the title, the 'E-File Reference No. : E201402030001Y' is shown. The main content area is divided into sections: 'Pre-requisites', 'Estimated Time', and 'General'. The 'Pre-requisites' section contains a link to the ASPEC Notice and Procedures. The 'Estimated Time' section states that the form may take approximately 5 - 8 minutes to complete. The 'General' section includes a note about mandatory fields and a reference to the Patents Act, Rules, and Patent Agents Rules 2001. At the bottom of the main content area, there is a note: 'You may wish to save or print the information on this page for future reference.'

Figure 47 – Back Button

1. Click on  to amend any details which the user had entered. This will bring the user to the previous page.

4.1.12 Submit Button

Request for a Search Report or Supplementary Search Report (PF10)

Back Save Submit

E-File Reference No. : E201308240027B

Pre-requisites:

Please correct the following errors in the form:

- Warning
- (1) Representation details and/or address for service on this form does not correspond with that on record.

Form Selection > **Form Filling** > Payment > Acknowledgement

PART 1

Applicant/ Agent Reference

PART 2

Application No.* 2009064445

Title of Invention MESSAGE DEVICE

Figure 48 – Submit Page with warning messages

- Clicking on **Submit** will take the user to the Payment page.

4.1.13 Payment Page

- For non-account holders, please refer to the common section (2.4 **Payment**). For account user, please refer to the common section (3.5 **Payment**) for details.

4.1.14 Payment Acknowledgement Page

Payment Status

1	Item Description	Request for a search and examination report
	eFile Ref. No.	E201308270041F
	Applicant Name	C.W.CHENEY & SONS
	Application Number	PT201300154F
	Total Amount	\$2,600.00
	Message	The form has been lodged successfully.
	Details	Details


Summary

Total Amount	\$2,600.00
Date of Payment	27/08/2013 05:48 PM
Receipt No.	R201308270026J
Payment Method	eNETS Direct Debit

Please save or print a copy of the receipt for future reference.

Receipt Close

Figure 49 – Payment Acknowledgement Page

1. Upon successful submission of Patents Form 10, an acknowledgement page will be displayed.
2. Click on  to view or print the receipt generated.

4.1.15 Receipt Page

IPOS
SUMMARY RECEIPT

Intellectual Property Office of Singapore
51 Bras Basah Road #04-01,
Manulife Centre Singapore 189554
Tel: (65) 6339 8616 Fax: (65) 6339 0252
www.ipos.gov.sg

221 BUKIT BATOK EAST AVENUE 3
SINGAPORE 650221

Receipt : R201306270026J
Date / Time : 27/08/2013 05:55 PM
Payer's Code : -

ITEM DESCRIPTION	FILING REF. NO.	APP NO.	AGENT/ APPLICANT REF.	QTY	UNIT (S\$)	AMT (S\$)
PF11 : Request for a search and examination report	E201306270041F	PT20130015	-	1	2,600.00	2,600.00

Payment Received – eNets Debit (S\$) 2,600.00

Total Amount (S\$) 2,600.00

Page 1 of 2
Generated by Public on 27/8/2013 5:55 PM

IPOS
DETAILED RECEIPT

Intellectual Property Office of Singapore
51 Bras Basah Road #04-01,
Manulife Centre Singapore 189554
Tel: (65) 6339 8616 Fax: (65) 6339 0252
www.ipos.gov.sg

221 BUKIT BATOK EAST AVENUE 3
SINGAPORE 650221

Receipt : R201306270026J
Date / Time : 27/08/2013 05:55 PM
Payer's Code : -

FILING REF. NO. : E201306270041F
AGENT/APPLICANT REF. : -

DETAILED ITEM DESCRIPTION	QTY	UNIT (S\$)	AMT (S\$)
PF11 : Request for a search and examination report	1	2,600.00	2,600.00

Payment Received – eNets Debit (S\$) 2,600.00

Page 2 of 2
Generated by Public on 27/8/2013 5:55 PM

Figure 50 – Summary Receipt

1. The first page of the receipt is the summary receipt.
2. The subsequent page(s) of the receipt is the detailed receipt.